

**EXHIBIT REGISTRATION**  
**2016 MMEA In-service Conference**  
**Exhibiting October 19-21, 2016**  
**Great Falls High School – Great Falls, Montana**



Name of Business/Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Representative(s) attending conference:

Name _____	E-mail _____
Name _____	E-mail _____
Name _____	E-mail _____
Name _____	E-mail _____

**NUMBER OF FEET OR FRONTAGE DISPLAY SPACE REQUESTED:** (place checkmark)

<input type="checkbox"/> 8 Linear Feet - \$180.00	<input type="checkbox"/> 40 Linear Feet - \$334.00
<input type="checkbox"/> 16 Linear Feet - \$231.00	<input type="checkbox"/> 48 Linear Feet - \$360.00
<input type="checkbox"/> 24 Linear Feet - \$282.00	<input type="checkbox"/> 56 Linear Feet - \$386.00
<input type="checkbox"/> 32 Linear Feet - \$308.00	<input type="checkbox"/> 64 Linear Feet - \$412.00

**Each additional table, whether “work tables” or supplemental ones for your booth, is an added \$30, including draping.** Number of additional tables needed: \_\_\_\_\_

\_\_\_\_\_  
Signature of person completing this form

\_\_\_\_\_  
Date:

**Please email to:**  
**kristin.harney@montana.edu**  
 or Mail to:  
 Kristin Harney, MMEA Exhibits,  
 1128 Hunters Way, Bozeman, MT 59718

## **LIABILITY WAIVER AND INSURANCE**

1. MMEA, and its officers, directors, trustees, employees and agents (collectively "MMEA"), is not responsible for property of the Exhibitor. The Exhibitor is responsible for safeguarding its property, and Exhibitor is responsible for all damage or loss to Exhibitor's property from theft, damage by fire, accident, or other causes.
2. Property left in the exhibit area after the official closing of the exhibits will be disposed of, at the sole discretion of MMEA.
3. The Exhibitor is advised to maintain an insurance policy on Exhibitor's personal property, to the extent of its full replacement value; and a public liability policy insuring against all liability arising out of and in connection with Exhibitor's use of or participation in the exhibit. Exhibitor shall cause any such insurance policy to provide that the insurance company waives all right of recovery by way of subrogation against MMEA in connection with any damage covered by the policy.
4. Exhibitor shall be liable for and shall indemnify MMEA against all claims and demands, whether for injuries to persons, loss of life, or damage to property occurring on the exhibit area and/or arising out of the exhibition, by Exhibitor, its agents, visitors, invitees or guests. Exhibitor shall also indemnify MMEA against all costs, counsel fees and liabilities incurred in or about any such claim, or in or about any action or proceeding brought thereon, and in case any action or proceeding be brought against MMEA by reason of any such claim, Exhibitor shall, on notice from MMEA, resist or defend such action or proceeding by counsel satisfactory to Exhibitor. Nothing contained in this paragraph shall, however, detract from MMEA's rights to protection under the public liability insurance policy to be paid for by Exhibitor as specified herein.

At the 2004 January MMEA Board meeting two items concerning the exhibits came up for discussion and clarification. In accordance with Board policy the discounted rate is available **only to Montana universities and colleges**. We hope that this does not pose a problem for any other non-profit exhibitor, but we have also been trying to keep all of the costs of exhibiting at our convention low. Also, exhibitors that withdraw close to convention time have caused problems in terms of set up and planning. We know that plans have to change some times, but we want to make sure that we can provide the best exhibit situation for all who come to Montana. Exhibitors who withdraw prior to September 1 will get a full refund. The refund to exhibitors who withdraw by September 15 will be reduced by 50%, and there will be no refund to exhibitors who cancel after September 16<sup>th</sup>.

### **MMEA 2016 Exhibitor Schedule Summary:**

Wednesday, 10/19 – Set up 8:00; OPEN 6-9 PM

Thursday, 10/20 – Breakfast 7:45-8:30; OPEN 8:30-11 & 12:30-5 (closed for lunch)

Friday, 10/21 – OPEN 8:00-12:30; tear down at 12:30